

NATIONAL DEVELOPMENT COMPANY
EMPLOYEE WELFARE AND WELLNESS PROGRAM
CY 2021-2022

Programs / Projects/ Activities	Actions/ Strategy to be undertaken	Time Frame	Logistical Requirements	Budgetary Requirements	Fund Source	Responsible Person	Remarks
PHYSICAL HEALTH							
Provision of COVID-19 RT-PCR Test (Real-Time Reverse Transcription Polymerase Chain Reaction Test) / Nasal Swab Test to all NDC Personnel	Coordinate with FDA, DOH and other partners for the availment of RT-PCR Test	April -May 2021	DOH Accredited Swab Testing Laboratory	440,000	NDC Budget	HR and Admin Unit	Based on approved COB assuming 110 pax
Provision of Face Masks/ Face Shields/ Alcohol	Procurement of supplies	During quarantine period	Face masks, face shields and alcohol	350,000	NDC Budget	Admin	Availability of face masks, face shields and alcohol to all NDC Personnel
Provision of transportation/ shuttle services	Provide free transportation to all skeletal workforce	During quarantine period	Free transportation	550,000	NDC Budget	Admin and HR Unit	NDC Skeletal Workforce transported from residence to office and vice versa during implementation of skeletal workforce
Provision of Vaccine	Coordinate with FDA, DOH, LGU Makati and other partners for the availment of Vaccine	May-June 2021	FDA and DOH Approved Vaccines	880,000	NDC Budget	Admin and HR Unit	Based on approved COB assuming 110 pax

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Sports Activities	Encourage employees to join inter-government sports activities (with DTL, CSC and PSC) including participation to CSC Fun Run	2022	Registration Fee, T-shirt and Meal Allowance	28,350.00	GAD Budget	HR Unit in coordination with other government agencies (DTI, CSC and PSC)	T-Shirt @350x27 pax= 9,450.00; Meal allowance @250x27 pax =6,750.00; Registration fee @450x27 pax= 12,150.00. Estimated amount. Number of pax is tentative subject to actual confirmation of attendance
MENTAL / EMOTIONAL HEALTH							
Conduct of Regular Annual Team Building		once a year	Honoraria for facilitator and Board and Lodging	150,000	NDC Budget	HR Unit	Two-day activity
Family Day Celebration		once a year	Venue, food, entrance/ registration fees	70,000	NDC Budget	HR and Admin Unit	Php 700.00 x 100 pax
Christmas Salo-salo		annual, every December	Venue and food	170,000	NDC Budget	HR and Special Event Committee	Assuming @850.00 x 100 pax x 2 years
Mental/Emotional/ Psychological Talk	Coordination with the DOH	July-August	Honoraria and Meal	36,000	GAD Budget	HR Unit	Honoraria (assuming SG 29) Php 30,000; Meal @150 x 40 pax = 6,000

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ENVIRONMENTAL HEALTH / CONDUICIVE WORKPLACE							
General Upkeep of the Workplace	Implementation of 5S	Quarterly	PRAISE Awards	160,000.00	NDC Budget	Admin, HR and PRAISE Committee	Assuming Php 80,000 every year
Occupational Safety and Health	Conduct orientation / drill (fire, earthquake and other disaster related)	As scheduled	Honoraris	10,000.00		Emergency Response Team	In coordination with MMDA, Bureau of Fire
Disinfection of the workplace	Disinfect all workstations and common areas	Weekly	Disinfectants	1,040,000.00	NDC Budget	Admin	Php 20,000 x 52 weeks = Php 1,040,000.00
Implementation of a Drug- Free Workplace" of the Civil Service Commission and NDC Policy	1. Display of signages in compliance to CSC Policy	January - December	"Drug-Free Workplace" signages	2,000.00	NDC Budget	Admin Unit	
	2. Conduct of Mandatory Drug Testing in coordination with DOH and PDEA	Every 2 years	Laboratory fee	13,500.00	NDC Budget	HR Unit	27 pax @ Pp 500.00
Total				3,899,850.00			

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